



E-rate BEAR Form 2016

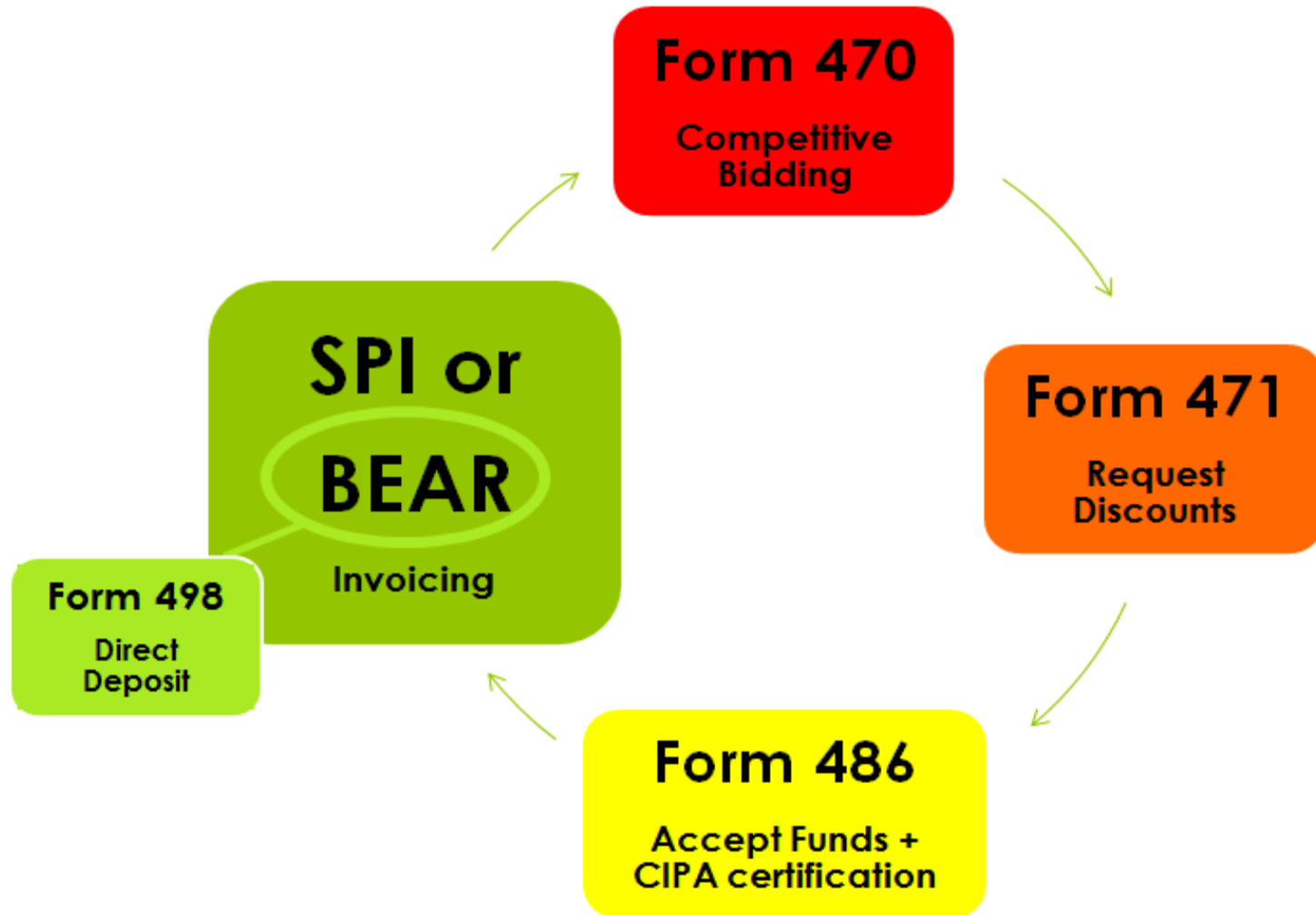
Lauren Abner
July 2016

The BEAR, Briefly



- **BEAR = Billed Entity Applicant Reimbursement**
- **Libraries file BEAR forms after paying the full invoice upfront**
- **3 big changes starting July 1, 2016:**
 - **Libraries will receive reimbursement via direct deposit**
 - **No more paper BEAR forms can be submitted**
 - **Service providers no longer certify BEAR forms**

E-rate Cycle



BEAR Tips

- BEARs can't be filed until bills have been paid.
- BEARs can't be filed without the library's Form 498 ID– this ID # provides direct deposit information.
- File BEARs as frequently (annually, quarterly, etc.) as you like.
- File one form for each service provider.
- You can request 1 filing extension of 120 days:
<http://www.usac.org/sl/applicants/step06/invoice-extensions.aspx>

Deadlines

- You must complete invoicing no later than 120 days after the last date of service.
- For recurring services such as internet or phone, the last day of service is generally June 30 and last date to invoice is **October 28th**.
 - FY 2015-16 (services between July 1, 2015 to June 30, 2016) must be invoiced by October 28, 2016.
 - FY 2016-17 (services between July 1, 2016 to June 30, 2017) must be invoiced by October 28, 2017.
- For non-recurring, one-time purchases, you must complete invoicing no later than 120 days after purchase or vendor installation.

BEARs by the Numbers

- **You need the following to file a BEAR:**
 - **Identifying information:**
 - Billed Entity Number (BEN)
 - Your PIN for online forms (see next 2 slides)
 - Library's Form 498 ID (9 digits, starts 443) – will appear on a drop-down on the form
 - **Funding request information:**
 - Form 471 number
 - Funding Request Number (FRN)
 - Invoice Dates
 - Eligible invoiced amount
- **Most of this information will appear on your Funding Commitment Decision Letter (FCDL) or can be researched on E-rate Central—enter your BEN on this page: <http://e-ratecentral.com/us/stateInformation.asp?state=KY>**


PINs (1/2)

- Every library staff member who will prepare or certify BEAR forms **must** have their own Personal Identification Number—PINs are specific to the person. Logging in with a PIN certifies that you are the person associated with that PIN.
- If you still have a PIN from previous years, continue using it.
- To change or disable a PIN, use this page:
<https://slpin.universalservice.org/Pin/PinArea.aspx>

PINs (2/2)

- To request a PIN, contact the USAC Client Services Bureau, M-F, 8:00 a.m. to 8:00 p.m.
 - Phone: 1-888-203-8100
 - E-rate Productivity Center – from My Landing Page, click on the ‘Contact Us’ link; submit a completed PIN request template from the PIN page of the USAC website: <http://www.usac.org/sl/tools/forms/pin.aspx>
- Info you’ll need
 - Library name + BEN
 - Full name, job title, and email of BEAR filer
 - **Street** address where PIN will be mailed
- PIN will be mailed within 2 weeks


Online BEAR Login



USAC
Universal Service Administrative Company

Helping Keep Americans Connected

[Need Help?](#)



Applicant Login:

BEN:

128825

PIN:

.....

Email:

lauren.abner@ky.gov

Last Name:

Abner

Login

[Terms and Conditions of PIN Usage](#)

<https://www2.sl.universalservice.org/bear/login.aspx>

Block 1: Header Information

Helping Keep Americans Connected

BEAR Home ▶ New BEAR Form ▶ Track Form ▶ Bulk Download ▶ Terms and Conditions ▶ Logout

Add BEAR Invoice

Applicant Form Identifier

Enter a nickname for your reference.

Block 1: Header Information [Need Help?](#)

1. Billed Entity Name <input type="text" value="PUBLIC LIBRARY"/>	2. Billed Entity Number <input type="text" value=""/>	3. Service Provider Identification Number (SPIN) <input type="text" value="143666666"/>	Service Provider Name SLD Interim
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Applicant FCC Form 498 ID

4. Contact Name

5. Contact Telephone Phone
() - ext.

Contact Fax
() -

Contact Email

6. Total Reimbursement Amount
(total from Block 2, Column 14)
\$ 0.00

Once you enter the SPIN, your service provider's name will pop up.

Enter your contact information. Email is the preferred method.

Your library's Form 498 ID(s) will appear on this drop-down once banking information has been validated.

Block 2: Line Item Information

Block 2: Line Item Information Per Funding Request Number

[Need Help?](#)

The amount billed to the USAC (#14) is calculated from the amount entered in #12 & the discount % (which will auto-populate).

7. FCC Form 471 Application Number (from Funding Commitment Decision Letter)	8. Funding Request Number (FRN) (from Funding Commitment Decision Letter)	9. Bill Frequency	10. Customer Billed Date	11. Shipping date to Customer or Last Day of Work Performed (mm/dd/yyyy)	12. Total (Undiscounted) Amount for Service	13. Discount Rate	14. Discount Amount Billed to USAC (Column 12 multiplied by Column 13)
1) 16000	169900	<div>ANNUALLY EVERY TWO MONTHS MONTHLY ON DELIVERY ONE-TIME OTHER QUARTERLY SEMI-ANNUALLY TWICE A MONTH WEEKLY EVERY TWO WEEKS</div>				0	

#9: Choose the appropriate billing frequency. Category Two purchases are likely One-Time.

Enter a date in #10 for recurring services (phone or internet), #11 for one-time services (like equipment). Use only one of these for each FRN.

#12: Enter the eligible amount you were charged on the invoices you're submitting.

Add Line Item if you have more invoices for the same service provider.

[Add Line Item](#)

Block 3: Billed Entity Certification

Block 3: Billed Entity Certification

[Need Help?](#)

I declare under penalty of perjury that the foregoing is true and correct and that I am authorized to submit this Billed Entity Applicant Reimbursement Form on behalf of the eligible schools, libraries, or consortia of those entities represented on this Form, and I certify to the best of my knowledge, information and belief, as follows:

- ☒ A. The discount amounts listed in this Billed Entity Applicant Reimbursement Form represent charges for eligible services and/or equipment delivered to and used by eligible schools, libraries, or consortia of those entities for educational purposes, on or after the service start date reported on the associated FCC Form 486.
- ☒ B. The discount amounts listed in this Billed Entity Applicant Reimbursement Form were already billed by the Service Provider and paid for by the Billed Entity Applicant on behalf of eligible schools, libraries, and consortia of those entities.
- ☒ C. The discount amounts listed in this Billed Entity Applicant Reimbursement Form are for eligible services and/or equipment approved by the Fund Administrator pursuant to a Funding Commitment Decision Letter (FCDL).
- ☒ D. I acknowledge that I may be audited pursuant to this application and will retain for at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification), after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request any and all records that I rely upon to complete this form.
- ☒ E. I certify that, in addition to the foregoing, this Billed Entity Applicant is in compliance with the rules and orders governing the schools and libraries universal service support program, and I acknowledge that failure to be in compliance and remain in compliance with those rules and orders may result in the denial of discount funding and/or cancellation of funding commitments. I acknowledge that failure to comply with the rules and orders governing the schools and libraries universal service support program could result in civil or criminal prosecution by law enforcement authorities.

Check all of these certifications.

Contact Information

Contact Information for Billed Entity Authorized Person:

To certify the form, #15 must be checked.

15. Signature ☒

By logging into your account using your PIN, checking this box, and clicking the "certify" button at the end of the form, you have electronically signed the form. You are reminded that an electronic signature is the same as a handwritten signature on the form. To see a copy of the Terms and Conditions to which you previously agreed, please click on the "Terms and Conditions" menu above.

16. Date 7/1/2016

17. Name LAUREN ABNER

18. Title/Position Technology Consultant

20. Address 1 PO Box 537

Address 2 300 Coffee Tree Rd.

City Frankfort

State KY

Zip Code 40602 -

19. Phone Number

(502) 564 - 1728 ext.

19a. Fax Number

() - ext.

19b. Email

LAUREN.ABNER@KY.GOV

19c. Name of Authorized Person's Employer

KDLA

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Clear

Save

Certify and Submit

Enter your contact information and click on Certify and Submit. You also have the option to Save the form and return to it later.

Records Retention

- Remember to print a copy of any BEARs you submit and the invoices from your service providers.
- The current E-rate retention period is 10 years after the end of the funding year.
- If you're selected for a random audit, you may have to produce these records—accuracy and documentation are key!

Questions?

- **Lauren Abner**, KDLA's Technology Consultant:
 - lauren.abner@ky.gov
 - (502) 564-1728
- **USAC Client Services Bureau:**
 - 1-888-203-8100
 - File a customer service case in the E-rate Productivity Center (EPC)